

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Police Chief receives, processes and files records and reports of the department and maintains scheduled appointments for the Police Chief. The incumbent of this class prepares departmental payroll records, assists in the preparation of the departmental budget, and acts as a receptionist for the police department. The Secretary to the Police Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages bookkeeping of all department accounts in order to maintain accurate fiscal records. Gathers information to be used in budgets by compiling information and computing salaries, hours, overtime and related data. Keeps accounts showing money and assets of all police department operations. Authorizes expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are in accordance with departmental policy. Posts items into journals, ledgers, or other accounting records and balances as required.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and such. Maintain all department records filed and delivered to the District Attorney. Checks department records and reports for completeness, accuracy, and conformity to established procedures. Monitors the storing, use and reprinting of agency forms. Completes all records and reports required or assigned. Proofreads typed materials and corrects errors. Checks accounting records for mistakes and completeness. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Sets up and maintains a filing system. Periodically inspects filing systems and facilities. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Files correspondence, cards, forms, records, or

reports in hard copy files or computer database where they are organized. Maintains records on the location of materials removed from files and traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel.

Maintains logs, records, or files of personnel matters, including time, leave and attendance, salary, performance evaluation, and disciplinary information. Compiles schedules of staff members to avoid conflicts. Takes complaints from employees about pay and deals with payroll section regarding errors, changes, or other matters related to payroll. Prepares and issues enrollment cards and other documents required in the administration of the employee benefit program. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Gets estimates on repair costs and determines which repair service should be used. Locates repair services and arranges for repairs and maintenance of all department buildings, property, or equipment, or assigns such to qualified department personnel. Disburses supplies and equipment to police personnel as required. Checks all police department equipment such as communications systems or police units on a regular basis to assure that equipment is in correct operating condition.

Schedules appointments for the Police Chief, including keeping records of schedules and notifying the Police Chief of scheduled events. Acts as receptionist to visitors to the department. Directs visitors to appropriate individuals or offices. Answers telephone inquiries about operation of the police department or any related areas of law enforcement operations. Opens, sorts and distributes mail. Places calls and handles routine questions and requests following department procedures.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.